

**Women's Center
992520**

DO NOT MAKE ENTRIES ON THIS SHEET. IT IS FOR DISPLAY ONLY

Student Fee allocations

	16-17 Actual	17-18 Actual	18-19 Budget	19-20 Proposal	19-20 Difference	% 19-20 Difference
Base amount	\$ 79,182	\$ 89,716	\$ 122,265	\$ 131,444	\$ 9,179	8%
61000 - Salary	\$ 19,380	\$ 19,768	\$ 22,608	\$ 27,649	\$ 5,041	22%
62000 - Wages	\$ 19,120	\$ 16,560	\$ 16,560	\$ 33,215	\$ 16,655	101%
63000 - Benefits	\$ 8,828	\$ 11,388	\$ 9,537	\$ 14,580	\$ 5,043	53%
71000 - Current Expense	\$ 16,854	\$ 32,000	\$ 63,560	\$ 46,000	\$ (17,560)	-28%
75000 - Travel	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0%
76000 - Scholarships	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
77000 - Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Total Expense	\$ 79,182	\$ 89,716	\$ 122,265	\$ 131,444	\$ 9,179	8%
One time request				\$ -	\$ -	N/A
Total Request	\$ 79,182	\$ 89,716	\$ 122,265	\$ 131,444	\$ 9,179	8%
Carry Forward	\$ 27,052	\$ 12,246	\$ (26,986)	\$ (0)	\$ 26,986	-100%

Notes, including any one-time request(s):

STUDENT FEE RECOMMENDATION COMMITTEE FEE REQUEST QUESTIONNAIRE FOR 2019-2020

Department or Program Name: Women's Center

Name & E-Mail: Paige Davies - paigedavies1@weber.edu

Phone: 801-626-6372 or 801-626-6090 **Location:** Shepherd Union 322

Return Fee Request (this Questionnaire and the attached Spreadsheet) via email by Wednesday, December 5, 2018, at 4 pm to Jennifer Brustad at jenniferbrustad@weber.edu.

Note: All Student Affairs units must review fee requests with their SAMC representatives prior to submission.

Please respond to all of the following questions in a brief and concise manner (do not exceed 5 pages for questions 1-5).

1. What is your overall mission?

The Women's Center works towards a more inclusive, equitable, liberatory, and safe community. Our mission is to advocate for the best educational and campus experience for all members of our community. We accomplish this by advancing social justice and by working towards a safe and healthy campus.

2. What do students gain from participating in your program/facility that contributes to the success of a student's educational experience at Weber State?

Students who are involved with the Women's Center gain various skill sets through our Safe@Weber Violence Prevention & Advocacy Services Program, Social Justice Education, Action & Resources Program, and our Professional Development & Leadership Program. These skills, knowledge and resources include:

Safe@Weber Violence Prevention & Advocacy Services Program

- Builds knowledge of institutional policies and resources with regards to Title IX and the Clery Act, community resources for survivors, knowledge surrounding dynamics of sexual misconduct (sexual assault/harassment/exploitation, rape, domestic/dating violence and stalking), healing from trauma, risk reduction, violence prevention education, bystander intervention skill development, healthy relationships, and consent through Safe@Weber Violence Prevention Education, as dictated by the federal Clery Act.
- Accesses confidential, trauma-informed and survivor-centered Safe@Weber Advocacy Services, which include support in reporting to WSU and/or law enforcement, information about rights, laws, policies and options, assistance with safety planning and

connections to campus and community medical, legal and financial resources.

Social Justice Education, Action & Resources Program

- Builds knowledge of social justice movements, systems of oppression, power and privilege, discrimination and allyship, and how these societal forces affect and connect to the lived experiences of Weber State students and the larger Utah community.
- Provides resources for creating positive social change and equity in their careers and communities after graduation as Weber State alumni.
- Builds networks with campus and community partners through collaborative programming and service opportunities, and gain knowledge of campus and community resources.

Professional Development & Leadership Program

- Developing personal empowerment through mentoring, support networks, curated professional development opportunities, advisement, practical professional experience and developing the tools to increase assertiveness and proactive approaches to life circumstances.

3. Describe, in general, the evaluation process that your program/facility uses to assess your ability to meet your mission.

Assessment is completed in a variety of ways to achieve accurate information from students, including paper assessments, online assessments and surveys, student staff evaluations, and student headcount.

Paper Assessments

Written evaluations are distributed and collected at trainings and programs to determine if the event met the expectation of the attendee, if the information provided was useful and likely to be utilized in the future to assist in student success and/or retention. We also include pre- and post-assessments to determine knowledge level and growth, as well as if the event should be repeated at future dates. We utilize paper assessments for both our Safe@Weber Violence Prevention Education programs/workshops and our Social Justice Education programs/events.

Online Assessments and Surveys

Our Safe@Weber Everfi online program (Preventing Sexual Assault for Undergraduate Students) includes an online pre- and post-assessment exploring consent and bystander attitudes & beliefs, willingness to intervene, bystander behaviors, and an awareness of campus resources and services for issues related to sexual misconduct (sexual harassment, sexual exploitation, sexual assault, rape, domestic/dating violence, and stalking). Periodically, throughout the year the Women's Center distributes additional online surveys, via Qualtrics, to assess the needs of the community.

Student Staff Evaluations

Our Professional Development & Leadership program assesses our student leaders' growth through the WSU Student Affairs division learning outcomes rubric for Leadership and

Management Skills and Cultural Competence. We also have a department evaluation that student staff complete at the end of each semester to self-evaluate their progress and develop goals for upcoming semesters.

Student Headcount and Demographics

We gather usage data through Starfish, Involvio, Safe@Weber online training, headcounts at programs and events, and usage of our physical Center. During the 2017-18 academic year, 1969 unique individuals engaged with the online Safe@Weber training, 66 students and employees utilized Safe@Weber Advocacy Services, and approximately 2500 individuals attended 106 workshops, trainings, Safe@Weber courses, events & programs, and had significant interactions during tabling and outreach events. In addition, we assisted in training 1500 university employees in violence prevention and safety issues in conjunction with the Office of Affirmative Action & Equal Opportunity and the Weber State Police Department. Approximately 160 unique individuals utilized the Center, though we expect this number is lower than the actual amount as we were unable to track visitors via Starfish for most of the academic year and utilized a physical sign-in system that wasn't always reliable.

4. State any increases you received from student fees for 2018-19 (if any), and explain how the increases were/will be used.

During the 2018-2019 year, we received an increase of \$31,560. We used this increase to fund our Safe@Weber Violence Prevention Graduate Assistant position and a new database system for our Safe@Weber Advocacy Services Program.

Safe@Weber Violence Prevention Graduate Assistant

With the student fee increase, we have been able to hire a Graduate Assistant to assist us with Safe@Weber Violence Prevention, at 20 hours per week. This is a vital position for our team and has enabled us to provide Safe@Weber workshops (such as bystander intervention, consent & healthy boundaries, gender socialization, etc.) to 474 students during the Fall 2018 semester. Additionally, the Graduate Assistant position has assisted with ongoing curriculum development, including updating the WGS 2900 Violence Prevention/Peer Education course that is taught by the Women's Center staff and works with Women's Center professional staff to administer the online Safe@Weber training. As you'll see on the budget spreadsheet, the allocation was initially deposited into the general expense fund for 2018-19, and we will be transferring it to the wages category. The Graduate Assistant will continue to work with the Women's Center into the 2019-20 academic year, to continue providing Safe@Weber workshops, as well as revamp the Violence Prevention & Peer Education 3-credit course syllabus.

Symlicity Advocate Database

Additionally, we have used student fees to fund our initial set-up and on-going subscription to the *Symlicity Advocate* database. For the past three years, we have been using paper charts and folders to track client notes and federally required reporting statistics. While this system functions, it became increasingly difficult to manage due to high increases in clients and complex reporting requirements. This required a lot of time to ensure the records are accurate and up-to-date for every client. Thus as we have grown, the paper system became more difficult

to manage. In addition to the time it took to upkeep files by hand that could be spent with students (5-10 hours a week), we had security concerns with the physical files. *Symlicity Advocate* is a database system, compliant with federal laws such as FERPA, which provides staff with the ability to case manage victim/survivor cases in a streamlined, sustainable, efficient, and private manner. This was the only system available that meets all of the needs of Safe@Weber Advocacy Services and is compatible with other systems currently being used on campus by the Dean of Students. Implementation for *Symlicity* is being finalized in Fall 2018 and the database will be ready for victim/survivor case notes starting Spring 2019. The allocation for this system is reflected in the Safe@Weber Advocacy Services budget.

5. Describe any increases you are requesting from student fees for 2019-20 and explain your justification for the request. Each requested increase must be listed and described in your narrative (e.g., compensation, new positions, wage increases, travel, new programmatic initiatives, etc.). Any increase described in your narrative must be itemized on your budget spreadsheet (see question 6 below).

Women's Center Administrative Specialist

Currently, the Women's Center resides in Shepherd Union 322 with the Nontraditional Student Center. We share a suite and an Administrative Specialist position. The Women's Center pays half of her wages/benefits for 20 hours/week from another index and the Nontraditional Student Center pays the other half for the remaining 20 hours/week. During 2019, the Women's Center is moving next door to the current Testing Center space and will at that time share the new suite with the LGBT Resource Center. In order to maintain the administrative support that our department needs we will need to hire a new Administrative Specialist (the current staff member is staying with the Nontraditional Student Center as their Administrative Specialist). We are requesting \$9,179 to increase our funding for the Administrative Specialist position to 75% time (the remaining quarter is being requested by the LGBT Resource Center for reception assistance). This will enable us to hire a full-time 40 hour/week professional Administrative Specialist who can support the administrative needs of the Women's Center and the reception needs of the LGBT Resource Center. Over the past two years, while splitting the position with the Nontraditional Student Center, we have both come to realize that our departments need more than a 50% position. It is essential that the Women's Center has a 40 hour/week staff member that, during 75% of their time, can support the WC budget, scholarships, travel, hiring and other logistical/administrative tasks, as well as answer calls, manage several departmental email accounts, and greet visitors to the suite. This is especially important considering we provide confidential and trauma-informed Advocacy Services. Having this position filled by one person will help us create a welcoming environment through consistent and sustained support.

6. Complete the attached spreadsheet outlining your overall budget and any requested increase. Each requested increase described in your narrative (see question 5 above) should correspond to the line items in the spreadsheet column "19-20 Change."

If you have any questions, please contact Jennifer Brustad at 626-8904, jenniferbrustad@weber.edu; Dave Taylor at 626-6737, dtaylor@weber.edu; Daniel Kilcrease at 626-6008, dkilcrease@weber.edu; or Brett Perozzi at 626-6008, brettperozzi@weber.edu.